



**Danny Rhynes Interagency Training Center**  
**602 S. Tippecanoe Ave.**  
**San Bernardino, CA 92408**  
**(909) 382-2984 Fax (909) 382-4192**  
**Email: [drtc@fs.fed.us](mailto:drtc@fs.fed.us)**

### **Memorandum**

**DATE: February 7, 2014**

**SUBJECT: Training Instructor 1B**

**TO: Students**

You have been selected to attend the Training Instructor 1B course at the Danny Rhynes Training Center on March 31 – April 4, 2014. Class will begin at 0900 hours on Monday, March 31 and conclude at approximately 1700 hours on Friday, April 4.

**Course prerequisites are:**

1. Successful completion of Instructor 1A.

**\*\*ALL STUDENTS:** Please complete and return the pre-registration form to the training center no later than close of business Monday, **March 17, 2014**. FAX copies are sufficient.

**What to bring to class on the first day:**

1. Laptop computer with table-top portable printer for lesson plan development and classroom exercises.
2. Printer paper, Floppy Disks, pen, pencils, and any other office supplies that you think may be necessary to assist you in your lesson plan development.
3. Your “\*\*IFSTA – Fire and Emergency Services Instructor, Sixth Edition Textbook” materials that you obtained when you attended Instructor 1A.

\*Please do not forget to bring these materials to class with you as they **will not** be provided again for students who received them while attending Instructor 1A at DRTC. These books are very costly.

The course topics include: Preparing course outlines, establishing levels of instruction, constructing behavioral objectives and lesson plans, developing instructional aids, fundamentals of testing and measurements, test planning, and evaluation tools and techniques. Throughout the course duration, each student will be required to complete several after class homework assignments that will be due for presentation the following day. Please be prepared to spend

additional time with your assignments and projects as assigned by your instructor. You will be required to present your project and ideas in front of the class as you learn a variety of instructional techniques.

### **Tuition**

Your tuition cost is **\$450.00**

### **Billing Information:**

**Forest Service (Other Regions):** The approved NWCG Nomination Form will be used for payment. This form must include proper agency charge codes and signatures.

**Other Federal Agencies:** The approved NWCG Nomination Form will be used for payment. This form must include proper agency codes, agreement numbers and signatures.

**Other Non Federal Agencies:** It is recommended that students pay with check or money order at the facility at the start of class. There is an additional 8% administrative fee added to this tuition charge. If payment is not received, a bill of collection will be issued to your agency.

**Cancellations:** Cancellations must be made two weeks prior to the course start date. If a cancellation occurs after the two-week cut off and the slot goes unfilled, there will be a charge not to exceed the tuition charge for the course. **The last date to cancel for this course is March 17, 2014.**

If a student cancels within the two-week period and pre work has already been received, the student needs to return pre work to the training facility.

**Dress:** Students are to wear casual office attire. This means attire suitable for public contact (no shorts, tank tops, flip flops, etc).

Any questions regarding this course may be directed to your unit training coordinator or appropriate training representative. If you are self-sponsored, you may contact the training center directly at [drtc@fs.fed.us](mailto:drtc@fs.fed.us)

**Lodging :** Please click on the following link for hotels, maps, and local area information.  
<http://www.fs.usda.gov/goto/sanbernardino/travel>

Kristel Johnson  
Forest Training Officer

Enclosures:

Training Center & Lodging Information  
Local Area Map  
All Student, Pre-Registration Form

**PRE-REGISTRATION FORM  
DANNY RHYNES INTERAGENCY TRAINING CENTER**

**FAX: 909-382-4192**

Or email to [drtc@fs.fed.us](mailto:drtc@fs.fed.us)

ALL Blocks MUST be Completed

**Course Title:** Training Instructor 1B **Date:** March 31 - April 4, 2014

**Trainee Name** \_\_\_\_\_ **Email** \_\_\_\_\_

**Agency:**

FS: Forest: \_\_\_\_\_ District: \_\_\_\_\_

Region \_\_\_\_\_ Unit: \_\_\_\_\_

Other Agency: \_\_\_\_\_ *(Ranger Unit/Station)*

*(County – City – OES – CHC Student – NPS – BLM – USCG / Use your three letter designator.)*

**Work Address:** \_\_\_\_\_

*(Mailing Address of your unit headquarters.) (City – State – Zip Code)*

**Phone Number:** \_\_\_\_\_ **Fax Number:** \_\_\_\_\_

**Supervisor Name/Title** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Training Officer Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**RETURN THIS FORM TO THE  
TRAINING CENTER**

**BY COB:**

**March 17, 2014**